



# CITY OF SAN ANTONIO

P.O. Box 839966  
SAN ANTONIO, TEXAS 78283-3966

## ADDENDUM II

**SUBJECT:** Request for Applications FY 2011- 2012 Community Development Block Grant (CDBG) Funds (RFA 11-038) and FY 2011- 2012 HOME Investment Partnership Grant (HOME) Funds (RFA 11-039), scheduled to open: March 14, 2011; date of issue: February 18, 2011.

**FROM:** Denise D. Gallegos, C.P.M., CPPB, Purchasing & Contracts Administrator

**DATE:** March 9, 2011

This notice shall serve as Addendum No. II to the above-reference Request for Applications and shall become part of the original proposal package and must be returned with proposal on or before the due date.

## QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION VIII – RESTRICTIONS ON COMMUNICATION:

On March 4, 2011, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification regarding RFA's FY 2011- 2012 Community Development Block Grant (CDBG) Funds and HOME Investment Partnership Grant (HOME) Funds. Below are a list of questions that were asked prior to and during the conference. The City's official responses to questions asked are as follows:

**Question 1:** Is there a larger version of the Infill Reinvestment Area map on page 10 of the application form? Our project appears to be on the border of two different areas and I can't enlarge it enough to determine in which color area it falls?

**Response:** Yes, the enlarged map has been posted on line along with the RFA.

**Question 2:** To whom should we have community leaders/groups address letters of support for our project? (Exhibit B, Document B-3) Is there a specific person to whom they should write the letter?

**Response:** Address as: To whom it may concern.

**Question 3:** On the essay sections of the application, are we permitted to expand the boxes to fit more text or are we to limit responses to the space provided? If we are allowed to expand the boxes, is there a limit on response length?

**Response:** Yes, you may expand the boxes.

**Question 4:** Where should the CD be placed in the application?

**Response:** You may place the CD in the front pocket of the binder or attach it in the front of the application. Please make sure that it is secure.

**Question 5:** What time is the public hearing on March 30?

**Response:** Scheduled for 6:00 p.m.

Question 6: The CDBG RFA states that approximately \$3 million will be available through this RFA – is that the total available in HOM and CDBG, or just CDBG?

Response: That is the amount for CDBG only.

Question 7: The RFA states that City Council can reserve funding for projects located in the Infill Reinvestment Area. Can they award funding to only those applicants who apply or may they also award funding to other projects located in the Reinvestment Area?

Response: They may award funding to other projects as well as those who apply through this RFA.

Question 8: If we are a City department how do we answer the question regarding executing an audit annually?

Response: State that it is not applicable to City departments.

Question 9: When will questions sent to [communitydevelopment@sanantonio.gov](mailto:communitydevelopment@sanantonio.gov) be answered?

Response: Those questions will be added to the next addendum which will be posted on March 9, 2011.

Question 10: Regarding the question that refers to the percentage of project beneficiaries that are low/mod income – can we type in 100% if our project will serve 100% low/mod income?

Response: Yes.

Question 11: We have applied for other funding but do not yet have an award letter.

Response: Then these funds can not yet be considered “Committed”. Your application will be scored against others who may have committed funds.

Question 12: For the CD, do we need the pdf to have a signed signature page?

Response: Yes, please scan in the signed application and save to your CD.

Question 13: Where do we need to number the exhibits?

Response: On the upper right-hand side of the page.

Question 14: I am currently waiting for another application for funding to be released, so I have not yet applied, therefore the funds are not pending or committed. How should I list these funds?

Response: You may note in your scope of work that you plan to apply for those funds once the application has been released.

Question 15: If I do not know if there is a current debt on the property because the specific property has not yet been identified, can I write in “unknown” and explain the situation?

Response: Yes.

Question 16: Do I need to attach my award letters for my other funding sources?

Response: Yes.

Question 17: Is there a set percentage of funding for the project that should already be committed?

Response: No.

Question 18: Can in-kind contributions be included as other funding sources?

Response: Yes, please assign a dollar amount to the in-kind contributions.

Question 19: We are proposing an asbestos abatement project with part of the project to include abatement and part two to include finish-out of the building. Can we apply for funding for only part one?

Response: The final outcome of the project would need to be a finished building.

Question 20: Can pre-Development Costs be used to offset the HOME match requirement of 12.5%?

Response: Yes. Please see <http://www.hud.gov/offices/cpd/affordablehousing/training/materials/building/ch08.pdf> for additional information.

Question 21: How firm is the requirement that construction must begin within 6 months?

Response: If you are awarded funding and circumstances occur that delay construction beyond 6 months you will not necessarily lose your funding. We will work with you on a case-by-case basis. If you do not plan to begin your project for at least 6 months then you should consider applying for funding the following year.

Question 22: What do you consider to be the beginning of the project?

Response: When you break ground.

Question 23: If, at the time of application, we are not collecting income documentation on our beneficiaries, can we provide an estimated percentage of those that are low income?

Response: Yes, but please make note on the application that the percentage provided is an estimate.

Question 24: We are planning to build a rehabilitation center for blind and disabled individuals but we do not currently collect income documentation, how should we answer the questions regarding income?

Response: Disabled individuals fall into a presumed benefit category and therefore are not required to provide income documentation. You may state as such in the question regarding income.

Question 25: Do you have any recommendations as to whom we should solicit letters of support from?

Response: Neighborhood associations, area nonprofits, or any local partnerships you may have a few suggestions.

Question 26: The application references the City's 5-year Consolidated Plan. Where can I locate a copy of this plan?

Response: The plan can be located on our website at [sanantonio.gov/gma](http://sanantonio.gov/gma).

Question 27: In order to apply for HOME funds, would you have to have applied for TDHCA funds?

Response: No.

Question 28: What is the match for HOME and CDBG?

Response: The match for HOME is 12.5%. There is no match requirement for CDBG.

Question 29: Are there any priority project categories such as veterans' assistance?

Response: No.

Question 30: Can I use the same map to show that my project is located in the Infill Reinvestment area and also the proximity to bus stops?

Response: Yes, but please place a copy of the map as an exhibit for each individual question.

Question 31: We have received CDBG funding for public services in the past, can we count this as CDBG experience?

Response: Yes.

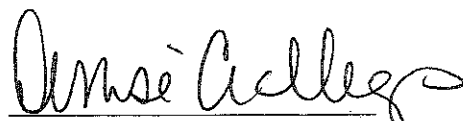
Question 32: We don't have a policies and procedures manual, but we do have policies and procedures for specific areas like personnel and finance. What specific policies and procedures do I need to include in application in A7?

Response: Please provide copies of your agency's policies and procedures such as: Leave Policy, Employment Policy, Equal Opportunity Employment Assurances/Plan, Probationary/Evaluation Procedures, Affirmative Marketing, Fair Housing, SMWBE/HUB, Procurement Method, SBEDA, Section 3.

Question 33: In the HOME application for Part A7. Policies and Procedures Manuals, do you mean the management company or the entity submitting the HOME application?

Response: Please provide policies and procedures for the entity that would be charged with signing the contract or loan agreement.

**\*\*THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE APPLICATION PACKAGE\*\***



Denise D. Gallegos, C.P.M., CPPB  
Purchasing & Contracts Administrator  
Purchasing & General Services Department

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

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Signature